Online Services for Educators
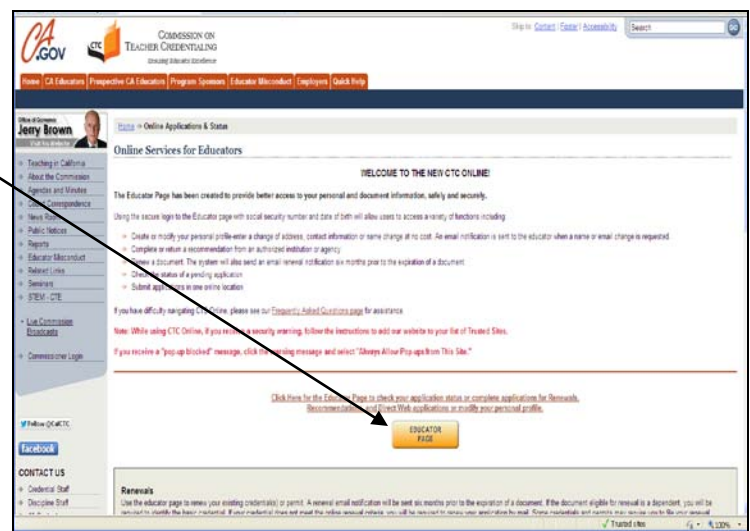
Quick tips-How to Complete Your Online Recommendation

Important: Before beginning the application process, be sure set your web browser to "Always accept pop-ups" from the Commission's website.

1. From our Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button

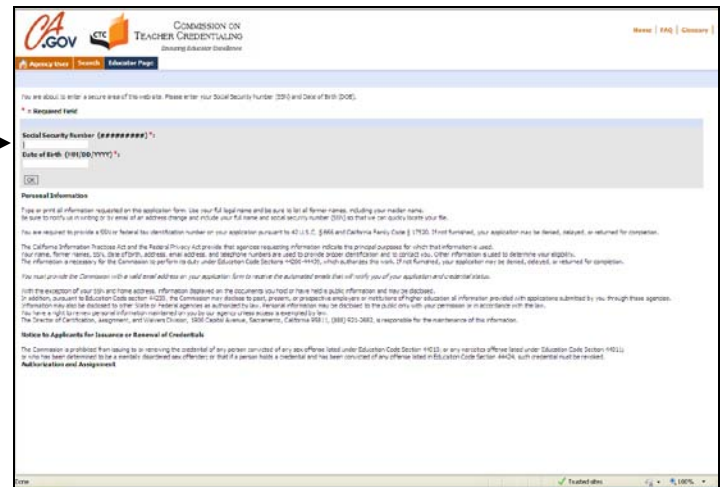| SEARCH FOR AN EDUCATOR | ONLINE SERVICES FOR EDUCATORS | ONLINE SERVICES FOR AGENCIES | HOW TO BECOME A TEACHER | EDUCATOR MISCONDUCT |

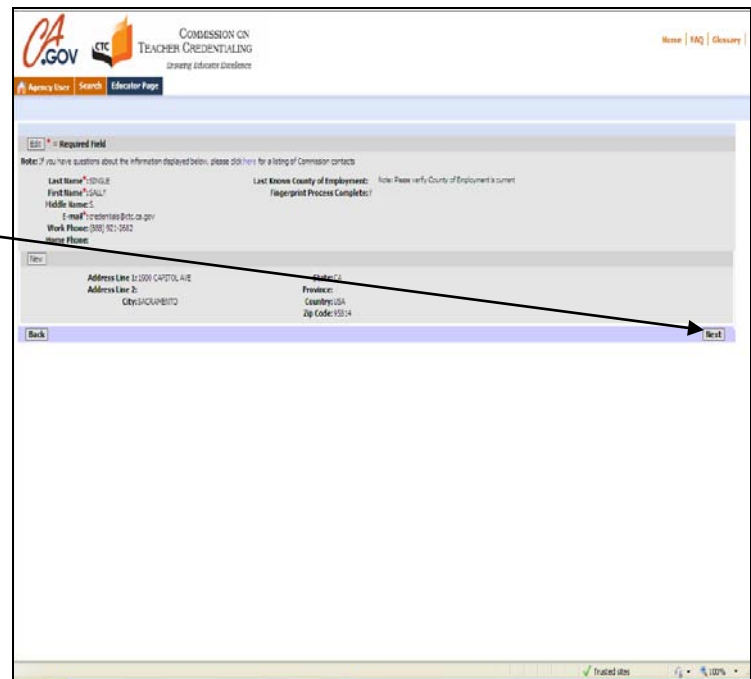2. Select the **Educator Page** button.

3. You may receive a Security Warning. If so, follow the instructions to add our website to your list of Trusted Sites.
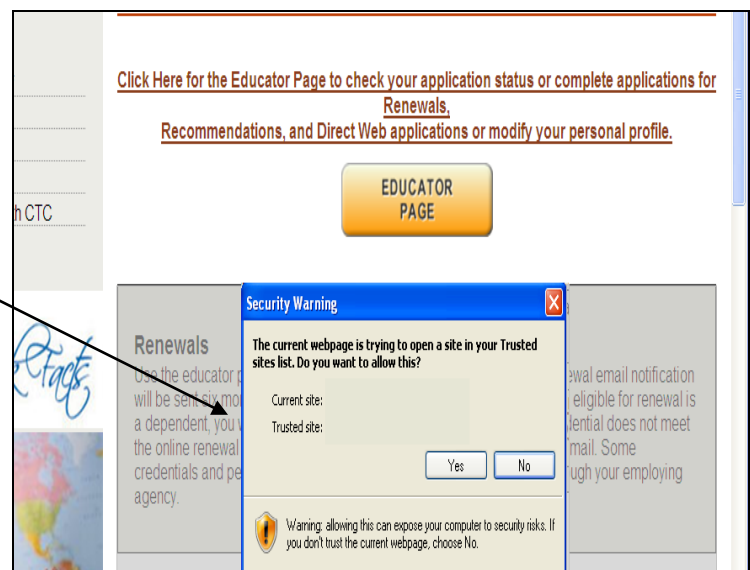
4. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.

5. Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.

6. Your personal Educator Page provides a view of your document history. Under the heading "Recommends," click on the arrow in the left column to highlight the document your program sponsor or other agency has submitted.

7. Click the drop down box and select "Yes."

8. Select Complete to continue the application process.

   If there is an error on the submitted recommendation, enter a Return Reason and select Return Application to Authorized Agency. When a document is returned, it will no longer appear on this page until it is resubmitted by the Authorized Agency.

   NOTE: Recommended documents will only appear for 90 days until it is purged by the system. If this occurs and you have not completed the application process, the Authorized Agency must resubmit the document.

9. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

10. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

11. The display shows the document applied for and the amount to pay. Click the Continue button.

12. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

13. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

14. Use the 1st link provided to obtain a printable receipt for your reference.
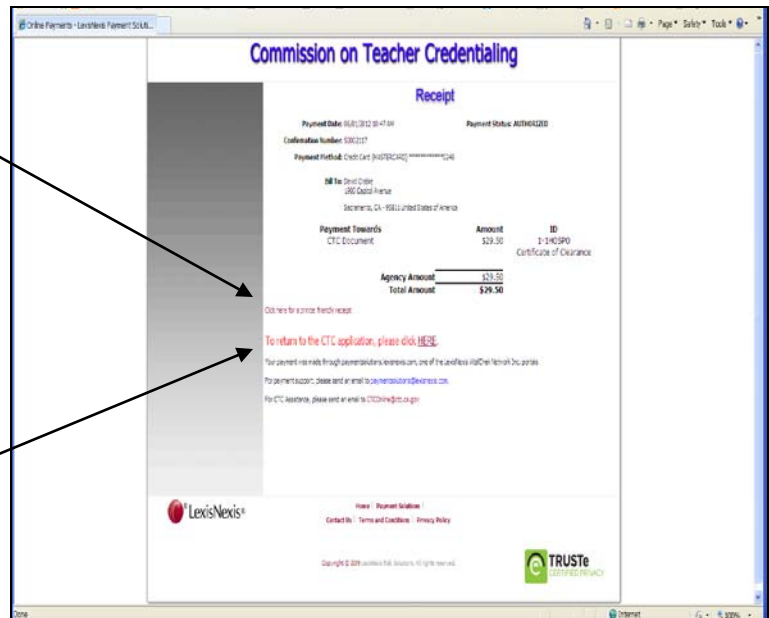
15. After printing your receipt, you can return to CTC Online with the link "To return to the CTC application, please click here."

16. The final landing page provides directions back to the Educator page or to log out of CTC Online.